



City of Seat Pleasant
Neighborhood & Commercial Compliance
311 68th Place, Seat Pleasant, MD 20743
Phone: (301)336-2600 Fax: (301) 336-1059
www.seatpleasantmd.gov

"A Smart City of Excellence"

Business Occupancy License Application

20____

DISCLOSURE: The annual business license fee is calculated by the total gross square footage for each address. If you utilize the lot for the storage of vehicles/equipment your business license rate will be based on the square footage of that lot. **Please fill out application in its entirety if something doesn't apply please write N/A, incomplete applications will result in denial of application and delay your Business license.** Licenses will be issued after inspection is completed and passed.

APPLICATION FOR BUSINESS LICENSE

**Please fill out application in its entirety if something doesn't apply please write N/A.
Incomplete applications will result in denial of application and delay your Business license.**

BUSINESS INFORMATION

☐ New ☐ Renewal

If this is a renewal application, has the ownership of the business changed since the last application? _____

Business Name: _____ **EIN/DUNS #** _____

Business owner's name: _____ **Owner's phone:** _____

Owner's Address: _____

Business Address: _____

Business Phone: _____ **Cell Phone:** _____

Email _____

Emergency Contact: Name _____ **Telephone** _____

Business Hours: Monday: _____ Tuesday _____ Wednesday _____ Thursday _____

Friday: _____ Saturday: _____ Sunday: _____

Business Type: ☐ Retail ☐ Restaurant ☐ Bar ☐ Grocery/Convenience ☐ Real Estate ☐ Hair/Nail

☐ Insurance ☐ Marketing/Advertising ☐ Printing ☐ Liquor ☐ Medical/Healthcare

☐ Tax ☐ Service ☐ Day Care ☐ Pest control ☐ Retail ☐ Laundromat ☐ Arts Related

☐ Automotive ☐ Bakery ☐ Pet Care ☐ Hardware ☐ Dry Cleaners

☐ Other _____

Number of Employees: _____ **Year Business established:** _____

Business website: _____

Social Media: Facebook: _____ **Twitter:** _____

Instagram: _____ **LinkedIn:** _____

Other _____

IDENTIFICATION

Property Owner Name _____ Company _____

Mailing Address _____

Phone _____ Email _____

Person responsible for upkeep and maintenance of the interior of the property: ☐ Owner ☐ Tenant

Person responsible for upkeep and maintenance of the exterior of the property: ☐ Owner ☐ Tenant

Person responsible for utilities (water/electric): ☐ Owner ☐ Tenant

Person responsible for snow removal: ☐ Owner ☐ Tenant

Person responsible for trash removal: ☐ Owner ☐ Tenant

APPLICATION CHECKLIST

All applicable the items MUST be provided at time of application. **Failure to include proper documentation will result in a delay of your License and possible fines. No licenses will be issued until after all documents are submitted, approved, and inspection has been completed and passed.** Inspection checklist is attached.

☐ Business Trash Collection – (submit contract or current invoice)

☐ Prince George's County Sign Permit (if new sign is installed)

☐ Applicable Licenses (day care, beauty salons, barber shop etc.)

☐ Copy of Prince George's County Use and Occupancy (U & O) permit

☐ Copy of current Prince George's County Health Department Inspection certificate for all commercial businesses that prepare food on-site (this is an Annual Inspection) (if applicable)

☐ State License (if applicable)

☐ Compliance with all City codes and Ordinances

FEE CALCULATIONS

1. Business Occupancy Fee:

\$ _____

(see below fee schedule) Gross Square Feet of Space _____

2. Late Fees:

\$ _____

Renewal after Deadline (June 30th) - \$100.00

Operating without valid license – \$1000.00

TOTAL FEE:

| | | | |
|-----------------|-------------------|-------------------|-------------------|
| 0 - 1,000 | \$285.00 | 16,001 - 17,000 | \$1,245.00 |
| 1,001 - 2,000 | \$345.00 | 17,001 - 18,000 | \$1,305.00 |
| 2,001 - 3,000 | \$405.00 | 18,001 - 19,000 | \$1,365.00 |
| 3,001 - 4,000 | \$465.00 | 19,001 - 20,000 | \$1,425.00 |
| 4,001 - 5,000 | \$525.00 | 20,001 - 50,000 | \$1,485.00 |
| 5,001 - 6,000 | \$585.00 | 50,001 - 75,000 | \$1,725.00 |
| 6,001 - 7,000 | \$645.00 | 75,001 - 100,000 | \$1,965.00 |
| 7,001 - 8,000 | \$705.00 | 101,000 - 125,000 | \$2,205.00 |
| 8,001 - 9,000 | \$765.00 | 125,001 - 150,000 | \$2,445.00 |
| 9,001 - 10,000 | \$825.00 | 150,001 - 200,000 | \$2,685.00 |
| 10,001 - 11,000 | \$885.00 | 200,000 & up | \$2,925.00 |
| 11,001 - 12,000 | \$945.00 | Day Care Facility | \$100.00 |
| 12,001 - 13,000 | \$1,005.00 | Hotel/Motels | \$2,925.00 |
| 13,001 - 14,000 | \$1,065.00 | Shopping Malls | \$2,925.00 |
| 14,001 - 15,000 | \$1,125.00 | | |
| 15,001 - 16,000 | \$1,185.00 | | |

\$ _____

APPLICANT SIGNATURE

I hereby certify that the information on this application is true and correct. I hereby certify that I am the business of the subject property and have received permission through a lease or have ownership to conduct business at the property. I am familiar with the applicable codes, requirements and fines of the City of Seat Pleasant. Therefore, I take full responsibility for all code compliance issues as it relates to the upkeep of the building. Further, I agree to conform to all applicable laws and ordinances of jurisdiction to the City of Seat Pleasant.

Owner/Representative's Printed Name

Title

Signature

Date

PLEASE ALLOW TWO WEEKS FOR PROCESSING YOUR REQUEST

For Official Use Only

Code Officer

Inspection: ☐ Passed ☐ Failed

Date: _____

Re inspection: ☐ Passed ☐ Failed

Date: _____

License Issued:

Date_____

Signature_____

Code Enforcement Supervisor: ☐ *Copied*

Finance Department: ☐ *Copied*

Economic Development Director: ☐ *Copied*